

Order of Selection

Workforce Investment Act System

The Division of Rehabilitation Services (Division) implemented an order of selection on October 1, 2006. Implementing an order of selection was due to experiencing a regular increase in consumers and case service expenditures during the five previous years. During this five year time period, the number of consumers increased 24%. The case service expenditures increased from \$4,722,081 in SFY 01 to \$6,055,931 in SFY 05. This is an increase of \$1,333,850 in expenses. Approximately \$1,000,000 of this increase was in SFY 2005. It was projected that this growth would continue with increased expenditures of \$750,000 each year. At that continued rate of increase, the Division did not have sufficient Federal and State funds available to continue this level of increased expenditures and serve all eligible consumers.

The Division is co-located with the South Dakota Department of Labor and Regulations in eight of the eleven locations. The agencies have a collaborative partnership and referrals are made between agencies. Individuals who are impacted by the Order of Selection will be referred to other Workforce partners.

The public vocational rehabilitation program funding requirements are outlined in the section of the Memorandum of Understanding with the Workforce Investment Act partners. All funding determinations are made at the state level by the Workforce Development Council and the relevant state agencies. Public vocational rehabilitation is in full control of expenditures of all Title IV federal funds.

Order of Selection

With the continued increase in consumers and case service costs, it was not possible to provide the full range of vocational rehabilitation services in a timely manner to all eligible individuals with disabilities who applied for and were found eligible for such services. Beginning 10/1/2006, the Division implemented this Order of Selection Policy. Procedures for implementing an order of selection for the provision of vocational rehabilitation services were determined on the basis of first serving those eligible individuals who meet the definition established by the State of an "individual with the most significant disabilities," followed by individuals with significant disabilities, then individuals with disabilities.

On October 1, 2006, the Division implemented an Order of Selection to the extent of all new eligibilities determined in Category II and III were placed on the waiting list. However, during the course of the following 12 months, all the individuals in category II were taken off the waiting list and could begin the IPE development. All remaining individuals in category III were taken off the waiting list on 1/1/2008. When implementing an order of selection, the Division provided training to the staff on the process and procedures. A major component of the training was the priority category classification that is done for every individual who is determined eligible. The training also included ways to maximize the utilization of comparable benefits for all consumers. This approach assisted the Division in an effort to stretch the current available dollars to the maximum extent possible and reduce the impact of the order of selection.

During the implementation of the Order of Selection, the Division reported to the Board of Vocational Rehabilitation at the quarterly meetings. The Board recommended a survey be conducted on the individuals who were remaining on the waiting list to identify the impact of not receiving services. This survey was completed and the results were shared with the Board.

Currently, all categories of individuals are being served with no eligible individuals being placed on a waiting list. When an order of selection is in effect, the Division will provide all eligible individuals with

disabilities who are placed on the waiting list with information about, and referral to, other Federal or State programs (including other components of the statewide workforce investment system) that can assist them in preparing for, securing, retaining, or regaining employment.

Definitions

“Individual With A Disability” means an individual -

- i. Has a physical or mental impairment;
- ii. Whose impairment constitutes or results in a substantial impediment to employment and;
- iii. Who can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.

“Individual with a Significant Disability” means an individual with a disability -

- i. Who has a severe physical or mental impairment which seriously limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome;
- ii. Whose vocational rehabilitation can be expected to require *multiple vocational rehabilitation services* over an *extended period of time*; and
- iii. Who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculo-skeletal disorders, neurological disorders (including stroke and epilepsy), spinal cord conditions (including paraplegia and quadriplegia), sickle cell anemia, specific learning disability, end-stage renal disease, or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs described in subparagraphs (A) and (B) of paragraph (2) to cause comparable substantial functional limitation.

“Multiple VR Services” means three or more services as listed under Section 103 (a) of the Rehabilitation Act, as Amended in 1998.

“Extended Period Of Time” means that the active eligible status of the case is projected to be six months or more.

“Individual with a Most Significant Disability” means an individual with a disability who meets the criteria for having a significant disability and *in addition* has serious limits in two or more functional capacities (such as, but not limited to, mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome. Individuals who meet the criteria for Priority Level I are determined to be individuals with the “Most Significant Disability”.

“Seriously Limits” or “Substantial Impediment to Employment” means that a physical or mental impairment (in light of attendant medical, psychological, vocational, educational, communication, and other related factors) hinders an individual from preparing for, entering into, engaging in, or retaining employment consistent with the individual's abilities and capabilities.

Order of Selection Priority Categories

PRIORITY CATEGORY I - Are individuals who meet the definition of individuals with the most significant disabilities which seriously limits them in two or more functional capacities.

PRIORITY CATEGORY II- Are individuals who meet the definition of individuals with significant disabilities which seriously limits them in one functional capacity.

PRIORITY CATEGORY III- Individuals with disabilities.

Seriously Limits In Functional Capacities due to a disability

- 1. Mobility** - refers to the capability of moving efficiently from place to place.
- 2. Communication** - refers to accurate and efficient transmission and/or reception of information, either verbally (spoken or written) or non-verbally.
- 3. Self-care** - refers to the skills necessary to fulfill basic needs such as those related to health, safety, food preparation and nutrition, hygiene and grooming, and money management.
- 4. Self Direction** - describes the capacity to organize, structure and manage activities in a manner that best serves the objectives of the individual. Adequate self-direction requires that an individual be able to plan, initiate and monitor behavior with respect to an identified outcome.
- 5. Interpersonal Skills** - refers to the ability of the individual to interact in a socially acceptable and mature manner with co-workers, supervisors, and others to facilitate the normal flow of work activities.
- 6. Work Tolerance** – refers to the ability to carry out required physical and cognitive work tasks in an efficient and effective manner over a sustained period of time.
- 7. Work Skills** – refers to the specific job skills required to carry out work functions as well as the capacity for an individual to benefit from training in these work functions.

Projected Costs, Outcomes and Service Goals

Division of Rehabilitation Services

Projected Costs, Service Goals and Outcomes for the Period

October 1, 2014 – September 30, 2015

Priority Categories	Estimated # to be Served	Estimated # to be Rehabilitated	Estimated # Closed Without Employment	Time Which Goals are to be Achieved	Projected Costs
Individuals currently being served under Individualized Plan for Employment (IPE)	2,363	758	374	12 months	\$6,269,446
Priority I Eligibility	1522	77	79		\$1,028,371
Priority II Eligibility	419	20	7		\$ 301,019
Priority III Eligibility	14	1	0		\$ 4,164
TOTAL	4318	865	460		\$7,603,000.00

Restrictions On Establishing Priorities

The following factors **shall not** be used as criteria for establishing selection priorities:

- i. Type of disability.
- ii. Age, sex, race, color, creed, or national origin.
- iii. Type of expected employment outcome.
- iv. Income level of the individual or the individual's family.
- v. The need for specific services or anticipated costs of services required by the individual.

Continuity of Service Provision Under Order of Selection During the Implementation of an Order of Selection

The State VR Agency shall:

- i. Continue to accept applications and make determinations of eligibility while notifying all eligible individuals of the priority categories, their assignment to a particular category, and their right to appeal this assignment.
- ii. Ensure that sufficient resources are available to meet these obligations.
- iii. Continue providing services that began under IPEs of eligible individuals developed prior to the effective date of the Order of Selection; and
- iv. Provide eligible individuals who do not meet the order of selection with information about, and referral to, other Federal and State programs that can assist them in achieving an employment goal.

General Administrative Requirements

- i. When setting up the Order of Selection, the Division shall take into consideration all eligible individuals and prioritize their order of receiving services based solely on the criteria established for each priority category at the time that they applied for services
- ii. The Order of Selection shall be implemented statewide. The same criteria for assigning all eligible individuals to priority categories shall be used in all areas of the state.
- iii. The Division, in consultation with the State Rehabilitation Council (SRC), shall describe and explain its order of selection policy and disseminate this policy to the public for review and comment prior to implementation.

This State Plan Attachment was presented to the constituency as part of mandated requirements in the preparation of this state plan. Full public input was provided at public meetings and the State Rehabilitation Council was consulted.

Order Of Selection Procedures

1. When the Division Director has invoked an order of selection to prioritize the provision of VR services, each eligible individual will be assigned into one of the three (3) priority categories listed above based on how their disability(ies) meet the criteria for each priority category. If necessary, further prioritization within each priority categories will be done by placing all individuals who have been assigned to a particular category in an order that lists each individual according to the actual time that a completed application was submitted to the Division.
2. Assignment of individuals to priority categories shall be determined solely on the severity of the disability and how it seriously limits the functional capacities.
3. All applicants and eligible individuals impacted by the Order of Selection shall be notified in writing of the Order of Selection and their subsequent assignment to a particular priority classification. Included in the written notification will be their right to appeal the determination of their priority classification and the availability of the Client Assistance Program (CAP).
4. Assessment services necessary to determine eligibility (including services in trial work and extended evaluation) and priority for services shall not be impacted by the Order of Selection.
5. Individuals who are found to be eligible but whose category is closed at the time of eligibility determination shall be placed in an Order of Selection Deferred Status. These individuals will be given written notification of this placement. Procedures have been developed for initially notifying individuals of their “deferred status” and maintaining regular contact with these individuals to keep them apprised when or if circumstances change concerning their assigned category.
6. The Division will provide only information and referral services to all individuals in an Order of Selection Deferred Status. No other services, including no-cost IPE services, shall be provided to individuals in this status.

NOTE: If the individual's appeal results in their case moving to a more significant disability priority level and that level is eligible to receive services under the order of selection criteria, the individual shall be served at that level.

Information and Referral Services

When an order of selection is in effect, the Division will provide all eligible individuals with disabilities who do not meet the order of selection criteria with information about, and referral to other Federal or State programs (including other components of the statewide workforce investment system) that can assist them in preparing for, securing, retaining, or regaining employment. An appropriate referral made through the system shall:

- i. Include, for each of these programs, provision to the individual of--
 - a. a notice of the referral by the Division to the agency carrying out the program;
 - b. information identifying a specific point of contact within the agency carrying out the program; and
 - c. Information and advice regarding the most suitable services to assist the individual to prepare for, secure, retain, or regain employment.

Change In Priority Levels

If the Division Director determines that resources are further limited to where the Order of Selection must be restricted to a higher priority, the field offices will be notified immediately in writing of the closure of the appropriate category (ies) and the date that this action becomes effective. All other procedures such as applicant/client notification of the new priority level, continuity of services that have begun for those individuals with IPEs, assessments, etc. shall continue as they did with the initial implementation of the Order of Selection.

If the Division Director determines that additional resources are available but are not sufficient to serve an entire category, individuals will be given written notice that their case may be activated from the Order of Selection Deferred Status in the category that was opened, in the order of their date of application. If additional resources are identified which are sufficient to serve all eligible individuals, the field offices will be notified immediately of the date that the order of selection will no longer be effective.

Case Service Checklist

1. The counselor must have sufficient data, either through existing information or purchased assessments to assign a priority category for each individual determined to be eligible.
2. The counselor shall determine the eligible individual's priority category *before* the development of an IPE. This decision will be based solely on the documentation of severity of the disability and the documentation of functional limitations that clearly show that the individual meets the criteria to be classified as having disabilities that are most significant, significant or non-significant.
3. The case record shall contain sufficient documentation and rationale, which would support the individual's assignment to a particular priority category.
4. In instances where it is felt that the significance of the disability has increased or the individual's disability has improved to the point that a counselor or client believes a change in priority categories is justified, a reassessment will be implemented.
5. The priority category and the justification for that determination shall be communicated in writing or in another mode of communication that may be required by the eligible individual with documentation in the case file. This would include:

- i. Original notification of priority category.
- ii. Reclassification notification as a result of changes in the consumer's circumstances.
- iii. Notification of non-reclassification following a review of the assignment to a priority category.

Each notification shall include the right to appeal and the availability of CAP.

Monitoring Individuals Placed in Deferred Status

Individuals in Order of Selection Deferred Status shall be contacted at least once in the first 90 days after being placed in deferred status and counselors shall make a reasonable attempt to annually contact these individuals as long as they remain in that status. A record of these contacts will be kept in the case service records.

Closure

Individuals placed on the Order of Selection waiting list for over 90 days and who do not want to remain on the waiting list will be closed from Order of Selection Deferred Status. Prior to closure, they will be notified in writing on the agency's intent to close their case and their right to appeal the agency's decision, including information on how to contact CAP. In addition, the individual will be informed that they may reapply for services in the future if circumstances that caused the Division to implement an order of selection change or to close their assigned priority category.